

The U.S. District Court Eastern District of Michigan is requesting a quotation on equipment, supplies or service. The specifications are listed below.

Quotes may be faxed or e-mailed to the below listed by Thursday, August 12, 2010. Please submit a quotation including the following:

- Guestrooms in the downtown Detroit area – Dates: September 28-29, 2010
 - Up to 260 hotel rooms for three nights at the government per diem rate
- One ballroom to accommodate 255 people for two days
- 8 break out rooms to accommodate 35 people per room for two days. We reserve the right to reduce the number and/or cancel the break out rooms if needed.
- Common area for registration table and training breaks.
- A dedicated staff member from the hotel to address immediate needs as they arise.
- A master billing account for guest rooms costs that excludes all incidental costs charged to the guest rooms.
- Transportation to and from Metro Detroit Airport for those participants registered to stay at the hotel.
- IT/AV needs: Two Lavalier microphones for the ballroom for two days
Projector, screen and speaker system for the ballroom and the eight break out Rooms for the two days (note the ball room will require two projectors and screens per day).

**we reserve the right to bring in our own projectors and screens and or a portion of those needed.*

- Morning refreshments, midmorning refresher and afternoon refreshment for 255 people for two days.
- The ability to set up the reception area and ballroom in the later afternoon of the day before the conference begins (and if possible the breakout rooms).
- Local hotels only

Please note that we are tax exempt. A copy of our tax exemption information will be provided upon award.

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